

APPROVED

January 20, 2004

Michigan State Administrative Board

Lansing, Michigan

December 16, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, December 16, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General
Julie Croll, Deputy Treasurer, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine M. Mills, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Robert Brackenbury, Ron Farnum, Department of Attorney General; Victor Kuhlman, Department of Corrections; Sergio Paneque, Executive Office; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Randy Knapp, Department of Transportation; Joseph Fielek, Department of Treasury; Pat Caruso, Helen Weber, Family Independence Agency; Bill Danhof, Chris Dembowski, Miller, Canfield; Jerry Crandall, MIRS; Bill Kandler, ZKR

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of December 2, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

ALLEGAN COUNTY, Health Department, 11/21/2003

LAPEER COUNTY, Medical Care Facility, 11/26/2003

TRAVERSE AREA, District Library, 11/26/2003

Retention and Disposal Schedule(s)

DEPARTMENT OF CAREER DEVELOPMENT, Office of Career and Technical Preparation, 9/16/2003

DEPARTMENT OF CIVIL SERVICE, Office of the General Counsel, 11/17/2003

DEPARTMENT OF CORRECTIONS

Office of Research and Planning, 10/28/2003

Office of Training & Recruitment, 10/14/2003

DEPARTMENT OF EDUCATION, Office of the Budget Division, 11/12/2003

DEPARTMENT OF STATE, Assigned Claims Facility, 11/4/2003

DEPARTMENT OF TREASURY

Michigan Gaming Control Board, Licensing Division, 11/05/2003

Office of Internal Audit, 11/13/2003

FAMILY INDEPENDENCE AGENCY

Community Support Services, 11/19/2003

Division of Adoption Services, 10/07/2003

LEGISLATIVE COUNCIL, Legislative Service Bureau, Administration,
11/8/2003

Mr. Hank moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. Croll presented the Finance and Claims Committee Reports for the regular meeting of December 9, 2003 and the special meeting of December 16, 2003. After review of the forgoing Finance and Claims Committee Report, Ms. Croll moved that the Finance and Claims Committee Reports covering the regular meeting held December 9, 2003 be approved and adopted with the withdrawal of Item 6(13) of the regular agenda at the State Administrative Board meeting of December 16, 2003 and the special meeting held December 16, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. Croll presented the Building Committee Report for the meeting of December 10, 2003. After review of the forgoing Building Committee Report, Ms. Croll moved that the Building Committee Report covering the meeting held December 10, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of December 10, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held December 10, 2003, with the additional withdrawal of Items 6 and 41 of the regular agenda at the State Administrative Board meeting of December 16, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Fox moved to adjourn the meeting. The motion was supported by Ms. Leffler and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON